



MANAGEMENT MEMO

AMERICAN EMBASSY ANTANANARIVO



ANNOUNCEMENT NUMBER: 008/10- HR

OPEN TO: All Interested Candidates

POSITION: Purchasing Agent (Procurement Clerk), FSN-6; FP-8

OPENING DATE: March 8, 2010

CLOSING DATE: March 22, 2010

WORK HOURS: Full-Time, 40 hours per week

LENGTH OF HIRE: Agreement renewable on annual basis

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Embassy in Antananarivo is seeking an individual for the position of Purchasing Agent (Procurement Clerk) in the General Services section.

BASIC FUNCTION OF POSITION:

Incumbent will perform purchases of variety of "Off-The-Shelf" commodities for the Mission, prepares market surveys of local commodities used by the Mission. Backs-up user of a USG Purchase Card and does the necessary reconciliation with the bank statement. Also responsible for clerical support to the Section to include closing out purchase orders, maintaining all procurement files and distributing copies to appropriate recipients. Prepares invoices for payment by matching receiving reports, purchase orders and invoices.

A copy of the complete position description listing all duties and responsibilities is available in the U.S. Embassy Human Resources Office. Contact ext 2332.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School required;
2. At least One and a half years of purchasing and related clerical experience required;
3. Level III (Good working knowledge) Speaking/Writing/Reading English is required;
Level III (Fluent) Speaking/Writing/Reading French is required;
4. Knowledge of local market trend and pricing customs, knowledge of US or International suppliers, knowledge of market conditions and costs are required. Familiarity with purchase through internet is required.
5. Must be proficient in the use of computers and be familiar in the use of word processing and spreadsheets ;

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. For FMA appointments, the grade level of the successful applicant will be determined by Washington based on the applicant's qualifications and prior work experience and may differ from the position's initial grade.

6. For non-EFM U.S. Citizens, the successful applicant will be paid at the equivalent of the U.S. minimum wage.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment OF-612 (forms are available from Embassy reception or e-forms);
2. A current resume or curriculum vitae, that provides the same information as on OF-612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. **For Malagasy: A copy of the National Identity Card is required;
For Non-Nationals: Copy of the Residency/Work permits that allow the applicant to work in the country is required.**

SUBMIT APPLICATION TO

American Embassy Human Resources Office
P.O. Box 620 or at the Embassy Reception
Antananarivo 101

POINT OF CONTACT

Contact: Human Resources Office
Telephone: 261 20 22 21257 Ext 2265/2332
FAX: 261 20 22 34539
Email: AntananarivoEmbHRO@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--U.S. citizen;

--Spouse or child who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or Uniformed Service Member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 22, 2010

The US Mission in Antananarivo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.